

**UTAH DEPARTMENT OF HEALTH**  
**OFFICE OF VITAL RECORDS AND STATISTICS**  
Street Address: 288 North 1460 West  
Mailing Address: PO Box 141012; Salt Lake City, Utah 84114-1012  
[www.silver.health.utah.gov](http://www.silver.health.utah.gov)


**APPLICATION FOR CERTIFIED COPY OF A BIRTH CERTIFICATE**

Certificates for births that occurred in Utah since 1905 are on file in this office.

**WARNING:** It is a criminal violation to make false statements on vital records application forms or to fraudulently obtain a birth certificate.

Vital Records validation  
only

**INSTRUCTIONS**

1. An application must be completed for each birth requested.
2.  **ID Is Required** of the person that signs this request. HAVE READY TO SHOW **EITHER** a current state issued ID *(with a signature)* OR TWO other proofs (from our acceptable identification list, on reverse).
3. **Please check your certificate(s) for accuracy.** Your copy can only be replaced within 90 days from the issuance date. After 90 days you must repay applicable fees. If requestor does not respond to a written request for information within 90 days, Vital Records may retain all monies paid.

**IDENTIFYING INFORMATION**

FULL NAME AS IT SHOULD APPEAR ON CERTIFICATE \_\_\_\_\_

DATE/PLACE OF BIRTH \_\_\_\_\_  
(Date) (City) (County) (Hospital/Other Place of Birth)

FULL NAME OF FATHER \_\_\_\_\_  
(Birth Date) (State or Country)

FULL NAME OF MOTHER (Maiden) \_\_\_\_\_  
(Birth Date) (State or Country)

**REQUESTOR**

RELATIONSHIP: I am: ☐ Self ☐ Mother ☐ Father ☐ Sibling ☐ Spouse ☐ Child ☐ Grandparent ☐ Grandchild

☐ Other (Specify) \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Your Complete Mailing Address \_\_\_\_\_  
(City, State & Zip)

**Purpose for which the birth certificate is needed:**

☐ Drivers License ☐ Social Security ☐ Passport ☐ School ☐ State Assistance Pgm. ☐ Other (Specify) \_\_\_\_\_

☐ Need a Certified copy of the Voluntary Declaration of Paternity

**NUMBER OF CERTIFIED COPIES REQUESTED**

\_\_\_\_ 1 **Search** (non refundable) includes 1 Certified Copy \$ 20.00 +

\_\_\_\_ **Additional** Certified Copies (\$8.00 each) \$ \_\_\_\_\_

TOTAL FEE \$ \_\_\_\_\_

For OFFICE USE ONLY (do not write below)

**PAID:** Check Cash Money Order Credit Card

☐ Wait ☐ Mail ☐ Pick Up

Clerk's Initials \_\_\_\_\_ ID \_\_\_\_\_

Request # \_\_\_\_\_

# UTAH DEPARTMENT OF HEALTH OFFICE OF VITAL RECORDS AND STATISTICS

## Acceptable Identification List to Obtain Vital Records **ID MUST BE CURRENT**

Identification is required for all non-public Vital Records. Mailed requests must include an enlarged and easily identifiable photocopy of the back and front of your identification from the list below or your application will be returned. All identification must be current.

### **PRIMARY** (Need 1)

- ✓ Government issued Photo Driver's License
- ✓ Government issued Photo Identification
- ✓ Government issued work ID
- ✓ Employment Card
- ✓ U.S. Military Identification Card
- ✓ Tribal Identification Card
- ✓ Pilot License
- ✓ Alien Registration Card
- ✓ Permanent Resident Card
- ✓ Temporary Resident Card
- ✓ U.S. Passport
- ✓ Foreign Passport
- ✓ U.S. Certification of Naturalization
- ✓ Certificate of U.S. Citizenship
- ✓ U.S. Citizen Identification Card
- ✓ Matricula Consular Card
- ✓ Concealed Weapon Permit
- ✓ Mexican Voter Registration Card
- ✓ Jail/Prison Release Form (with picture)

### **SECONDARY** (Need 2)

- ✓ Work Identification/Paycheck/W-2
- ✓ School, University or College ID Card
- ✓ Voter Registration Card
- ✓ Social Security Card
- ✓ US Military Separation/DD-214
- ✓ Motor Vehicle Registration/Title
- ✓ Marriage License (not issued by Utah State Vital Records)
- ✓ Court Order or Court Documents
- ✓ Jail/Prison documents
- ✓ Probation Documents
- ✓ Property Tax Receipt
- ✓ Veterans Universal Access ID Card
- ✓ Selective Service Card
- ✓ Hunting/Fishing License
- ✓ Insurance cards or documents
- ✓ Utility Bill
- ✓ Business License
- ✓ Professional License

### **We cannot accept:**

- ✓ Novelty ID Card
- ✓ Driving Privilege Card

If you cannot provide acceptable identification you may have a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification request the certificate. Proof of relationship may be required.

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